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CONSTITUENT FORUM

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Lacobe A. Joel, Ed.D., R.N., FAAN
President

Judith A. Ryan, Ph.D., R.N.
Executive Director



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Washington, D.C. 20005
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TO: SNA Presidents
SNA Executive Directors

FROM: Mary Beth Strauss, Ph.D., R.N.
Chairperson
Constituent Forum MS

DATE: August 12, 1988

RE: Constituent Forum June 10, 1988 Minutes

Please find enclosed a copy of the June 10, 1988 Constituent Forum Minutes for your information.

Thank you.

MBS:MW:jg:192

Enclosure

AMERICAN NURSES' ASSOCIATION

Constituent Forum

June 10, 1988

Louisville, Kentucky

MINUTES

Executive Committee

Virginia Trotter Betts, J.D., M.S.N., R.N., chairperson
Caroline Davis, B.S.N., R.N., vice-chairperson
Nancy Kern, B.S.N., R.N., secretary

Members Present

Janet S. Awtrey, D.S.N., R.N., president, and Elizabeth
Barker, M.S., Ed., R.N., executive director

Constance Trollan, M.A.T., R.N., C., president, and Barbara
Miller, B.S., R.N., executive director, Alaska

Concetta Tynan, M.A., R.N., C.N.A.A., president, and
Denise Hallfors, M.S.N., R.N., C.S., executive director,
Arizona

Jan Bowen, M.N.Sc., R.N., president-elect, and Carolyn
Shannon, M.N.Sc., R.N., executive director, Arkansas

Marilyn S. Rodgers, M.S.N., R.N., president, and Irene
Agnos, R.N., acting executive director, California

Carolyn Jass, Ph.D., R.N., president, and Lola M. Fehr,
M.S., R.N., executive director, Colorado

Carol Polifroni, Ed.D., R.N., president, and Karen Stonkas
Ponton, M.A., R.N., executive director, Connecticut

Margaret F. Parsons, M.S., R.N., president, and Petrina
Smith, M.B.A., R.N., executive director, Delaware

Dorothy Hararas, R.N., president, and Evelyn Sommers,
M.B.A., executive director, District of Columbia

Katherine P. Webster, Ed.D., R.N., president, and Paula
Massey, M.N., R.N., executive director, Florida

Lynda McSwain, M.A., R.N., president, and Susan
Williamson, M.P.H., R.N., executive director, Georgia

LoRaine Carlson, M.S., R.N., president, Hawaii

Marilyn Haynes, R.N., president, and Maria Eschen, Ph.D.,
R.N., executive director, Idaho

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Maribeth Badura, M.S.N., R.N., president, and Louise Shores, Ed.D., R.N., executive administrator, Illinois

Doris R. Blaney, Ed.D., R.N., F.A.A.N., president, and Naomi R. Patchin, executive director, Indiana

Coy M. Baker, M.A., R.N., president, and Judith Banta, B.S.N., R.N., executive director, Iowa

Peggy J. Erickson, M.N., R.N., president, and Terri R. Roberts, J.D., R.N., executive director, Kansas

Betty M. Porter, Ed.D., M.S.N., R.N., president, and Jean P. Duncan, M.P.H., R.N., executive director, Kentucky

Elizabeth A. Humphrey, Ed.D., R.N., C., president, and Barbara L. Morvant, M.N., R.N., executive director, Louisiana

Phyllis Healy, M.S., R.N., president, and Anna Gilmore, acting executive administrator, Maine

Kathleen M. White, M.S., R.N., president, and Robin Platts, executive director, Maryland

Marie E. Snyder, J.D., M.S., R.N., president, and Anne G. Hargreaves, M.S., R.N., F.A.A.N., executive director, Massachusetts

Joann C. Wilcox, M.S.N., R.N., C.N.A.A., president, and Carol E. Franck, M.S.N., R.N., executive director, Michigan

Alice Swan, M.S.N., R.N., president, and Ruth Hass, M.N.Admin., R.N., executive director, Minnesota

Faye Anderson, M.S., R.N., president, Mississippi

Roberta Olson, Ph.D., R.N., president, and Caroline Davis, B.S.N., R.N., executive director, Missouri

Peggy Mussehl, B.S.N., R.N., president, and Barbara E. Booher, executive director, Montana

Mary Ann Hinchey, B.S.N., R.N., C.N.A., president, and Mary Ann Sak, B.S., R.N., executive director, Nebraska

Mary E. Hocker, R.N., president, Nevada

Linda Cronenwett, Ph.D., R.N., president, and Therese Bonanno, M.S.N., R.N., executive director, New Hampshire

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Jean R. Marshall, B.A., R.N., president, and Barbara W. Wright, M.A., M.Ed., R.N., executive director, New Jersey

Catherine Salvesson, M.S., R.N., president, and Judith Brown, M.S.N., R.N., executive director, New Mexico

Juanita K. Hunter, Ed.D., R.N., president, and Martha L. Orr, M.N., R.N., executive director, New York

Jo Franklin, M.S., R.N., president, and Sindy Barker, interim executive director, North Carolina

Lorraine Bourgois, B.S., P.C.A., R.N., president, and Betty Maher, B.A., R.N., executive director, North Dakota

Mary Beth Strauss, Ph.D., R.N., president, and Joanne F. Easterling, M.S.N., R.N., executive director, Ohio

Claudine Dickey, M.S.N., R.N., president, and France I. Waddle, M.S.N., R.N., executive director, Oklahoma

Sandy Houghlan, M.S., R.N., president, and Paula A. McNeill, B.S.N., R.N., executive director, Oregon

Elizabeth Z. Cathcart, M.P.H., R.N., C.N.A.A., president, and David R. Ranck, M.S.Ed., R.N., executive director, Pennsylvania

Sylvia Weber, M.S., R.N., C.S., president, and Judy L. Sheehan, M.S.N., R.N., executive director, Rhode Island

Peggy E. Greaves, M.S.N., R.N., president, and Judith C. Thompson, executive director, South Carolina

Thomas E. Stenvig, M.P.H., R.N., president, and Kate Heligas, R.N., executive director, South Dakota

Margaret Heins, Ed.D., R.N., president, and Louise Browning, CAE, executive director, Tennessee

Anna Pearl Rains, M.S.N., R.N., president, and Clair Jordan, M.S.N., R.N., executive director, Texas

Judy Hougaard, M.S., R.N., president, Utah

Kathleen A. Mariak, M.S., R.N., president, and Lyn B. Hardee, M.S., R.N., executive director, Vermont

Lucia Mitchell, B.S.N., R.N., president, and Verna Garcia, B.S.N., R.N., executive secretary, Virgin Islands

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Jeanette F. Kissinger, Ed.D., R.N., president, and Jan Marshall Johnson, M.S., R.N., executive director, Virginia

Donna Poole, M.S.N., R.N., C.S., president, and Joyce Pashley Stockwell, M.N., R.N., executive director, Washington

Mary Frances Borgman, Ed.D., R.N., president, and Carol S. Fulks, executive director, West Virginia

Bonnie Allbaugh, M.S., R.N., president, and JoAnn G. Hanaway, M.S.N., R.N., executive administrator, Wisconsin

Marcia L. Dale, Ed.D., R.N., president, and Lola M. Fehr, M.S., R.N., executive director, Wyoming

ANA Board of Directors Members Present

Margretta M. Styles, Ed.D., R.N., F.A.A.N., president
Judy Huntington, M.N., R.N., second vice-president
Mary J. Finnin, M.S.N., R.N., treasurer
Malinda D. Carter, B.S.N., R.N.
Pamela F. Cipriano, M.N., R.N.
Delegate Marilyn Goldwater, R.N.
Fran Hicks, Ph.D., R.N.
Norma M. Lang, Ph.D., R.N., F.A.A.N.
Mary N. Long, R.N.
Barbara Jo McGrath, M.N., R.N., C.
Linda S. Schwartz, M.S.N., R.N.

ANA Staff

Betty J. Thomas, M.N.Sc., R.N., director, Center for Governance
Marty Wellington, coordinator, Governance Support Services
Joy Gardonia, secretary, Governance Support Services

Other Staff Present During Portions of the Meeting

Judith A. Ryan, Ph.D., R.N., executive director
Linda J. Shinn, M.B.A., R.N., deputy executive director
Karen S. O'Connor, M.A., R.N., division director, Division of Nursing Practice and Economics
Dave Fellers, division director, Division of Business and Professional Services
Kenneth E. Dyer, director, Corporate Finance
Edward W. Kriss, ANA general counsel
Cynthia Cizmek, M.S., R.N., director, Communications
Cheryl Bevel, director, Office of Constituent Relations
Lyndall Eddy, M.P.A., R.N., director, Policy Development and Planning, Center for Governance
Kaye Sullivan, director, Governance Support Services
Eunice A. Turner, M.Ed., R.N., senior staff specialist, Government, Division of Nursing Practice and Economics
Julie Fry Gibson, J.D., R.N., director, Center for Labor Relations, Economic and Social Policy
Carol Grimaldi, senior staff specialist, Communications

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Nancy Perrin, publications manager
Patricia McCarty, editor, The American Nurse
Terry Selby, reporter/writer
Patricia Montoya, R.N., senior staff specialist, Political Education
Steve Harrison, director, Information Management Systems

Guests

Eunice Cole, B.S., R.N., chairperson, Nominating Committee
Mary Stainton, B.S.N., R.N., chairperson, Reference Committee
Barbara Blakeney, B.S., R.N., chairperson, Committee on Bylaws
Janet Bryan, R.N., first vice-president, Mississippi Nurses Association
Gerry Green, M.S.N., R.N., chairperson, Nursing Programs, Florida Nurses Association
Martha O. Bell, coordinator, Nursing Programs, Florida Nurses Association
Carol Bonds, M.S.N., recruiter for nursing programs, Florida Nurses Association
Vivian L. Filer, M.S., R.N., assistant to the chairperson, Nursing Programs, Florida Nurses Association
Peggy Hart, Ph.D., R.N., first vice-president, Oklahoma Nurses Association
Donna Baker, executive director pro-tem, Nebraska Nurses Association
Beverly Smith, ANA Parliamentarian
Jean Steel, M.S., R.N., Massachusetts
Mary Mallison, B.S.N., R.N., editor, American Journal of Nursing
Thelma Schorr, B.S.N., R.N., president/publisher, American Journal of Nursing
Gretchen Gerds, vice president/editorial director, American Journal of Nursing

Call to Order and Roll Call

The chairperson called the meeting of the Constituent Forum to order at 8:10 a.m. on June 10, 1988 in the Grand Ballroom of the Seelbach Hotel in Louisville, Kentucky.

The secretary conducted a roll call and declared a quorum present.

Review of Agenda

The chairperson reviewed the meeting agenda with participants and reordered voting to take place at 12:00 Noon. Lunch was rescheduled for 12:30 p.m. to 1:30 p.m. to allow for additional time to discuss the agenda item on issues and strategies to resolve the nursing shortage and a related item on the American Medical Association's proposal to create a new category of health care giver.

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Approval of Revised Constituent Forum Operating Guidelines

In November 1987, the Constituent Forum approved the establishment of a task force to develop nomination criteria for the election and appointment of the Constituent Forum Executive Committee. The task force met immediately following the November meeting to identify criteria and then worked with staff through March 1988 in finalizing criteria and a new election procedure. The work of the Constituent Forum's Task Force on Role Clarification provided the impetus for the proposed change in the election procedure to allow only SNA presidents to vote on recommendations and in election of the Constituent Forum Executive Committee.

In March 1988, Constituent Forum members approved the new criteria and election procedure through a mail vote. When meeting in April 1988, the Constituent Forum Executive Committee agreed that the new criteria and election procedures/voting process should be incorporated into the Constituent Forum Operating Guidelines and then presented to the forum in June 1988 for a formal vote.

Upon review of the proposed revisions to the operating guidelines, forum members initially expressed concern regarding the time commitments involved in serving on the executive committee, especially with respect to the secretary's position. The executive committee answered this concern by telling members that having the secretary also serve as the forum's representative on the Board of Directors' Committee on Finance was advantageous to the forum. The direct relationship of this position with the executive committee would open communication lines between the executive committee and the Committee on Finance.

The following motion was presented to help clarify language in the operating guidelines:

MOTION #1/CARRIED

That the Constituent Forum amend Article II, Section D.1 of the Constituent Forum Operating Guidelines to read:

D. Executive Committee

1. Composition and Qualifications

The executive committee shall be composed of:

- a) three officers: a chairperson, vice chairperson, and a secretary.
- b) two members at-large.

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The motion carried.

The secretary then presented the following motion, calling for adoption of the operating guidelines:

MOTION #2/CARRIED

That the Constituent Forum adopt the Constituent Forum Operating Guidelines as amended and that the guidelines be used for the purposes of the Constituent Forum election to be held today (June 10, 1988).

The motion carried.

Announcements Regarding Nominations and Voting

The chairperson introduced the tellers for the 1988 Constituent Forum election and described the voting process. The slate of candidates was read by the secretary and nominations from the floor were solicited. No additional nominations came forward.

The chairperson then proceeded to give members a brief verbal report on the ANA Continuing Education Master Plan and related guidelines for implementation, as adopted by the ANA Board of Directors in June 1987. One of the guidelines stipulated the formation of an SNA task force to:

- o identify SNA priorities in regard to these services;
- o outline a plan for financing implementation of services;
- o recommend policies and procedures for this program activity.

The board further requested that the task force be appointed by the Constituent Forum Executive Committee from nominees submitted by members of the Constituent Forum.

The chairperson requested that members consider nominees for appointment to the task force and submit suggestions to the executive committee as soon as possible. Each member was provided with a nomination slip for the task force, which included the criteria for nomination.

Forum members then heard a report from the chairperson of the ANA Nominating Committee relative to the committee's concern about: 1) the declining number of nominees received for elective positions over the past few years; 2) the small numbers of staff nurses and minority nurses being submitted; 3) why suggested nominees from ANA organizational units, which are forwarded to the SNAs for

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consideration, are not then forwarded to the Nominating Committee; and 4) geographical distribution. The Nominating Committee chairperson asked the forum to respond to these concerns and the following remarks were made:

- o SNAs did not know many of the members whose names were recommended by ANA organizational units
- o Many members whose names had been recommended by ANA organizational units did not wish to pursue election.

Report of the Executive Committee

The Constituent Forum vice chairperson provided participants with an overview of the Constituent Forum Executive Committee's activities since November 1987, in particular the work associated with their April 9-10, 1988 meeting. Among some of the executive committee's activities were: participation in the ANA Board of Directors December, April, and June meetings; participation by the chairperson on the Steering Committee of the Commission on Organizational Assessment and Renewal; selection of "Proud to Care" essay contest winners; and participation by the vice chairperson and secretary in the May 5, 1988 nursing summit meeting held to develop strategies for resolving the nursing shortage. Other forum members who attended the summit included: Dorothy Hararas, R.N., president, District of Columbia Nurses' Association; Louise Shores, Ed.D., R.N., executive administrator, Illinois Nurses Association; Peggy Erickson, M.N., R.N., president, Kansas State Nurses Association; Judith Brown, M.S.N., R.N., executive director, New Mexico Nurses Association; and Louise Browning, CAE, executive director, Tennessee Nurses Association.

Report of the Constituent Forum Representative to the Committee on Finance

Joyce Pashley Stockwell, executive director of the Washington State Nurses Association and Constituent Forum representative to the Committee on Finance, reported briefly on her role as a member of the Committee on Finance and how she was able to influence the national budgeting process from a state perspective.

Report of the ANA President

ANA President Margretta Styles made a verbal presentation updating participants on the work of the ANA Commission on Organizational Assessment and Renewal and summarizing major actions of the board during its June 7-9, 1988 meeting.

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COAR

In describing the activities of COAR, the president focused primarily on the process, timelines, and COAR's expectations for constituent SNA leadership and input into the process. Phase I of the project is complete and input on the report of Phase I is being sought from many sources (SNAs, ANA organizational units, the Tri-Council, the National Council of State Boards of Nursing, the Nursing Organization Liaison Forum, and others). In December, COAR will meet to review the recommendations and input in order to prepare a reorganization plan. From January to June 1989, SNAs will have the opportunity to review the reorganization proposals with accompanying model bylaws in preparation for taking action on the issues at the June 1989 House of Delegates.

The president then called on Constituent Forum members Donna Poole, M.S.N., R.N., C.S., president, Washington State Nurses Association; David Ranck, M.Ed., R.N., executive administrator, Pennsylvania Nurses Association; and Doris Blaney, Ed.D., R.N., F.A.A.N., president, Indiana State Nurses' Association to speak on their impressions of COAR as members of the COAR Advisory Panel. All members expressed their pleasure with the work of COAR to date.

The Constituent Forum chairperson told the group that, during its December 1988 meeting, the forum will have an opportunity to look at how best to make recommendations to COAR and will formalize recommendations at that time.

Staff informed forum members that several of the resource documents used by COAR in finalizing the Phase I report will be made available for purchase to interested SNAs.

ANA Corporate Relocation

The president described the board's decision-making process around forwarding to the 1988 house a recommendation that ANA relocate its headquarters in Washington, D.C. and that ANA purchase its own building. The board perceived that the move would be politically advantageous for ANA and would allow ANA to achieve its long-range goals more effectively.

The ANA second vice president asked forum members to indicate by a show of hands how many of their SNAs owned their own buildings and/or their offices were located in their respective state capital cities. Many forum members indicated their SNA owned its own building and a majority indicated that the SNA office was located in their state's respective capital.

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Committee on Bylaws Interpretation on Provision of
Economic and General Welfare Services, Including
Collective Bargaining Services, Across State Lines

Forum members learned of the board's action, at its June 7-9, 1988 meeting, requesting the Committee on Bylaws to review its interpretation in light of new information and to defer the effective date of implementation of the interpretation until after the house acts upon the recommendations of COAR. The board further requested that the COAR Steering Committee and the Constituent Forum join them in this request.

The following motion was presented.

MOTION #3/CARRIED That the Constituent Forum support the action of the ANA Board of Directors regarding the Committee on Bylaws interpretation of the ANA Bylaws dated March 31, 1988 [regarding provision of collective bargaining services across state lines].

The motion carried.

Recess

The chairperson called a recess at 9:50 a.m.

Call to Order

The chairperson resumed the meeting at 10:05 a.m.

Report of the
ANA President
(Continued)

Discussion resumed around the Committee on Bylaws interpretation and several motions were brought forward for consideration. A motion was presented:

MOTION #4/CARRIED That, in the event the action of the ANA Board of Directors regarding the Committee on Bylaws interpretation proves unsuccessful, 1) the Constituent Forum support the introduction of a main motion by a constituent SNA to the House of Delegates to refer the Committee on Bylaws interpretation of March 31, 1988 back to the Committee on Bylaws for further study and 2) the Committee on Bylaws report back to the ANA House in 1989 following the COAR Report to the house.

The motion carried.

The following motion was presented:

MOTION #5/CARRIED That the Constituent Forum reaffirm for the Board of Directors and the House of Delegates the association's commitment to and priority of our economic and general welfare function for all nurses involved both in collective bargaining and non-

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collective bargaining activities, particularly in light of the realities we continue to face in the nursing shortage.

The motion carried.

Another motion was presented:

MOTION #6/CARRIED That the Constituent Forum Executive Committee appoint a task force to identify ways that state nurses' associations may provide services between SNAs including, but not limited to, economic and general welfare services and that the task force present a report to the next meeting of the Constituent Forum.

The motion carried.

Presentation
and Panel
Discussion on
Strategies to
Resolve the
Nursing
Shortage

The ANA president presented a verbal report on the American Medical Association's Proposal on "Nursing Education and Supply of Nursing Personnel in the United States" and a related implementation plan for a solution to the nursing shortage--the creation of a new category of health care giver which AMA has titled "registered care technologist" (RCT). ANA's subsequent actions to develop strategies and offer alternative solutions to the proposal and the nursing shortage were described by the president.

Participants also received several background documents specific to this issue including: a summary of the May 5, 1988 nursing summit meeting called by the Tri-Council for Nursing to consider implications of proposals to introduce new categories of caregivers and to mount a unified strategic offensive to resolve the nation's nursing shortage; a comparative analysis of ANA's and AMA's proposal according to implementation potential, costs and quality; and a document providing ANA rebuttal to AMA's rationale for the RCT.

The panel discussion ensued with a presentation by Norma Lang, board member, who had participated in several ANA/AMA joint meetings. Dr. Lang stressed the seriousness of the issues relative to the control of nursing practice, peer review and financing of nursing services. She urged forum members to network with AMA delegates to educate them about the RCT proposal prior to the AMA House of Delegates and make them allies for nursing. Participants were encouraged to be "proactive" and positive in their approach to AMA members and delegates by using strategies which focused on control of practice and quality of care.

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issues. Dr. Lang also told participants about the development of a new department on quality assurance at AMA. Considerable resources have gone into the establishment of the new department--both monetary and additional staff support.

Nancy Kern, secretary, Constituent Forum, shared her perceptions of the May 5, 1988 nursing summit, thanking other forum members who attended on behalf of their respective regions. Ms. Kern emphasized the importance of states accepting the leadership for opposing the AMA proposal by implementing national strategies at the state level.

A third panelist, Judith Brown, executive director, New Mexico Nurses Association, spoke to her participation in the May 5, 1988 nursing summit and expressed her appreciation for being able to present the small state perspective at the meeting. Ms. Brown stated that the main assault from AMA regarding implementation of the new category of care giver would probably come through colleges, universities, and more specifically medical schools.

The forum chairperson opened the floor for discussion and asked members to consider strategies for providing leadership to their respective state delegations and associations on this issue.

One member asked which states were specifically targeted to be sites for implementation of the AMA proposal. The ANA president responded by saying that nothing was certain, however ANA had heard that Illinois, South Dakota, Alabama, and Texas were possible sites. The Pennsylvania president also responded by sharing that one hospital in Pennsylvania is already training RCTs with physicians and physician assistants serving as educators. The Pennsylvania state board of nursing has recently issued a position statement on unlicensed nursing practice in Pennsylvania, which was provided to members at the close of the meeting.

Several other states shared their work on opposing the AMA proposal as well as AMA's work at the state level to begin implementation activities. It was learned that the Ohio AMA House of Delegates opposed the resolution on RCTs and was sharing their opinion with other AMA state delegations. The medical association in Washington state had also expressed opposition to the proposal, stating that it was unwise for medicine to take on nursing. The California president shared packets of information on this

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issue with each state, including a list of potential strategies for action. Representatives from two different states stressed the importance of gaining the support and involvement of senior citizens groups to lobby AMA delegates and state legislators in opposing the AMA resolution.

Recess

The chairperson called a recess at 12:00 Noon in order to conduct elections and break for lunch.

Call to Order

The meeting resumed at 1:35 p.m.

Presentation and Panel Discussion on Strategies to Resolve the Nursing Shortage (continued)

Discussion continued around the AMA proposal to create a new category of caregiver. Participants learned that a second nursing summit meeting was scheduled for June 14, 1988 at 7:00 p.m.

The Louisiana president shared that the Louisiana State University president had recently received a letter from AMA explaining the proposal and stating that the new caregiver category would serve as a recruitment pool for higher education. A group comprised of forum members met during lunch to consolidate the discussion around this issue and a representative of the group subsequently encouraged forum members to support the formation of a task force to direct ANA and SNA strategies around this issue through the summer. The chairperson requested that the idea be formalized into a motion. As a result, it was brought up again later in the meeting (see page 15).

A motion was presented:

MOTION #7/CARRIED

That the Constituent Forum adopt the following strategies related to opposing the AMA proposal to create registered care technologists:

1. Contact AMA delegates to the upcoming AMA House of Delegates and stimulate discussion and debate
2. Build coalitions at the state level with provider and consumer groups to influence a) the reallocation of resources and design of staffing systems to increase the time that RNs and LPNs spend at the bedside; b) the expansion of the pool of nurses; and c) the defeat of the RCT.
3. Make explicit the accountability of registered nurses for all nursing personnel through statutory language in nurse practice acts and rules and regulations.

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4. Work with and through the media to educate the consumer about the profession's response to the nursing shortage and to defeat the RCT.

The motion carried.

A motion calling for amendment to the previous motion was presented:

MOTION #8/CARRIED That the following language be added to strategy #2 of motion #7:

"and the development of other health care workers who are practicing nursing without a nursing license."

The motion carried.

A motion to assist in implementing strategy #3 of motion #7, was presented:

MOTION #9/CARRIED That the Constituent Forum request that the Cabinet on Nursing Practice and the Constituent Forum Executive Committee prepare a report discussing the pros, cons, current models and degrees of regulation of nursing assistants including new models of nursing care providers and that the report, including a history of prior ANA positions on this issue and specific recommendations for the future, be provided to the Constituent Forum at its December 1988 meeting.

The motion carried.

Another motion was presented:

MOTION #10/CARRIED That the Constituent Forum endorse the seven recommendations in the Board of Directors Report L ANA Opposition to the AMA Proposal to Create Registered Care Technologists to the 1988 ANA House of Delegates.

The motion carried.

Discussion then began around a motion to add an additional strategy to those already adopted. It centered around a national activity to bring recognition to nursing and emphasized the need for a "National Save Nursing Day." A friendly amendment was made and the following motion was presented:

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MOTION #11/FAILED That an additional strategy be added to those already adopted, related to opposing the AMA proposal to created registered care technologists, to include a plan for and implementation of a national media awareness day.

The maker of the motion stated that this activity would be appropriately planned after implementation of the previously adopted strategies. It was noted that one of the previously adopted strategies already addresses media coverage about the profession's response to this issue. The motion failed.

Another motion was presented:

MOTION #12/FAILED That the Constituent Forum recommend to the ANA Board of Directors and House of Delegates: 1) that all Congressional representatives and senators be contacted by the respective SNAs to encourage the leadership of AMA and AMA delegates to oppose the RCT proposal; 2) that all reasonable resources be used to ensure that the public will continue to have access to quality nursing care that is provided and controlled by nurses; 3) that the Board of Directors implement appropriate fundraising strategies to generate additional resources.

The motion failed.

A motion was presented.

MOTION #13/FAILED That the Constituent Forum Executive Committee appoint a task force to immediately consolidate and coordinate information and strategies in preparation for the second nursing summit meeting and that this task force continue as a resource to ANA officials and staff on behalf of the state nurses' associations.

While this activity was seen as valuable, concern was expressed that the task force's work might be duplicative of other ANA efforts. Subsequently, the motion failed.

Another motion was presented:

MOTION #14/CARRIED That the Constituent Forum support continued appropriation of staff and resources for addressing all issues relating to the AMA RCT and similar proposals.

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The motion carried.

Presentation on Nursing Shortage

Cynthia Cizmek, director, Communications, gave an audiovisual presentation on the nursing shortage to participants. She shared that this presentation is available for purchase from ANA and can be easily adapted for use at the state level. The presentation outlines the statistics of the shortage and positive aspects of nursing which enhance recruitment into the profession.

SNA/ANA Business Arrange- ments Review

Participants received an updated version of the Statement of Understanding Between the American Nurses' Association and Constituent Member State Nurses' Associations, which had been revised by the SNA/ANA Business Arrangements Task Force during its May 25, 1988 meeting. Task Force members Martha Orr, executive director, New York State Nurses Association, and Frances Waddle, executive director, Oklahoma Nurses Association, led participants through the new document, describing changes which had been made and supporting rationale. The document, once finalized in December 1988, will become effective January 1, 1989.

One change proposed by the task force provided for the annual executive directors' workshop to be fully funded by ANA with SNAs not sharing in the cost. As an aside, one participant stated that, given the high turnover among executive directors, more emphasis should be placed on leadership development methods for executive directors to include other opportunities in addition to the workshop.

Participants were also oriented to two new sections of the statement: Criteria for Development and Implementation of ANA/SNA Sponsored Programs for Non-Dues Revenue and the Conflict Resolution Process. The conflict resolution process provides for shared costs between ANA and the affected SNA and only addresses the business arrangements aspect of the process. The task force encouraged SNAs to use this process as a model for SNA/SNA conflict resolution. The forum chairperson suggested that an SNA/SNA conflict resolution process should be discussed in more detail during the forum's December 1988 meeting.

Also, during the December 1988 meeting, participants will have the opportunity to approve the final document. The effective term of the agreement will be January 1, 1989 to December 31, 1990.

Constituent Forum Leadership Role

The forum chairperson told participants of her interaction with the Committee on Bylaws over the past few months to assure that the 1988 proposed bylaws amendments were representative of the Constituent Forum Task Force on Role

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Clarification's original recommendation for bylaws changes. Further, she urged forum members to provide leadership to the 1988 house in realizing the forum's recommendations through adoption of the related bylaws amendments.

The following two motions were presented for consideration:

MOTION #15/CARRIED That the Constituent Forum make the following recommendation to the reference hearing on bylaws:

To amend Article V, Section 5c by deleting "SNA members, and/or the profession." and inserting a period after "constituent associations."

The motion carried.

MOTION #16/CARRIED That the Constituent Forum make the following recommendation to the reference hearing on bylaws:

To amend Article IX, Section 1 and Article IX, Section 3b by inserting "reports to" before "the ANA House of Delegates" and "House of Delegates" respectively.

The motion carried.

Mary Stainton, chairperson, Reference Committee, provided a verbal report on the work of the Reference Committee and how the committee had structured the reference hearings and reports around strategic goals II, VI, and VIII and maintenance of the association. To supplement her report, Ms. Stainton supplied members with a flow chart describing the 1988 reference process and the sequencing of events.

Report of Tellers

Barbara Booher, executive director, Montana Nurses Association, who had been designated head teller, presented the report of tellers (Attachment I).

The following duly elected Constituent Forum Executive Committee members were introduced and then congratulated by the outgoing executive committee and forum members:

- o Mary Beth Strauss, Ph.D., R.N., chairperson (Ohio)
- o Joann C. Wilcox, M.S.N., R.N., C.N.A.A., vice chairperson (Michigan)
- o Paula Massey, M.N., R.N., secretary (Florida)

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CONSTITUENT FORUM

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- o Marie Snyder, J.D., M.S.N., R.N., member at-large (Massachusetts)
- o Judith Thompson, member at-large (South Carolina)

Consent Agenda

Forum members received the following reports for informational purposes and were given an opportunity to ask questions of staff members present:

- o Report on the Development of a National Retirement Program
- o Report on Liability Insurance
- o Update on Activities to Change Educational Requirements for Nursing Practice by State Nurses' Associations
- o Preliminary Results from An SNA Survey on Issues Related to AIDS
- o Report on SNA Survey on Nursing Shortage
- o Legislative and Regulatory Update
- o Suggested State Legislation Relative to Entry Into Nursing Practice.

Special Recognition of Mary Ann Sak

Mary Ann Hinchey, president, Nebraska Nurses' Association, presented the following resolution to congratulate Mary Ann Sak, executive director, Nebraska Nurses' Association, on the occasion of her retirement:

- WHEREAS, Mary Ann Sak was the first paid lobbyist for the Nebraska Nurses' Association and made positive inroads in legislative relationships; and
- WHEREAS, She moved NNA's office to the state capital in an effort to further enhance NNA's position politically; and
- WHEREAS, For the years that she has been executive director she worked diligently to shorten the 400+ miles that span Nebraska, and create a climate wherein all its nurses have a forum for their issues; and
- WHEREAS, In management of NNA offices, she improved its financial position through implementation of cost-effective policies; and
- WHEREAS, She effectively coordinated changes in Nebraska through ANA's reorganization process and restructuring into the federation model as it is today; and

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WHEREAS, She improved communication throughout Nebraska with effective policy changes in management of the Nebraska Nurse; and

WHEREAS, She is and will continue to be a valuable advisor on nursing issues; therefore be it

RESOLVED, That the Constituent Forum join the Nebraska Nurses' Association in giving voice to its appreciation for Mary Ann Sak's many contributions to the state nurses' association and the American Nurses' Association; and be it further

RESOLVED, That the Constituent Forum join NNA in wishing Mary Ann congratulations and best wishes for a wonderful and fulfilling retirement.

Forum members adopted the resolution by a standing ovation.

Adjournment

The vice chairperson adjourned the meeting at 3:45 p.m. The next meeting of the Constituent Forum is December 8-9, 1988 in Kansas City, Missouri.

MW:dg:002
7/15/88
7/21/88

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CONSTITUENT FORUM

ATTACHMENT I

TELLERS REPORT

1988 Constituent Forum Executive Committee Election
June 10, 1988

The following Constituent Forum members acted as tellers for the 1988
Constituent Forum Executive Committee Election:

- o Barbara Booher
- o Louise Browning
- o Evelyn Sommers

Total number of ballots counted: 52

Each officer is elected to serve a term of two years to begin immediately
following the meeting of the 1988 ANA House of Delegates. Election results
are as follows:

Number of Votes

Chairperson

Lorraine Bourgois	<u>15</u>
Mary Beth Strauss	<u>37</u> *

Vice Chairperson

Alice Swan	<u>13</u>
JoAnn Wilcox	<u>39</u> *

Secretary

Geri Marullo	<u>14</u>
Paula Massey	<u>38</u> *

Members at-large (2)

Denise Hallfors	<u>14</u>
Jeanette Kissinger	<u>14</u>
Thomas Stenvig	<u>18</u>
Marie Snyder	<u>31</u> *
Judith Thompson	<u>18</u> * chosen by lot

* Indicates elected candidate

MW:jg:030

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CONSTITUENT FORUM
JUNE 10, 1988
AGENDA ITEM 13a

MC 31 176

AMERICAN NURSES' ASSOCIATION

Report on the Development of a National Retirement Program

to the

Constituent Forum
June 1988

Interest in a national portable pension program has existed for many years. In April 1973, the "ANA National Retirement Plan" was created. It was made available only to employed groups, not individual nurses. In 1975, the trustees of the plan voted to withdraw a request to the U.S. Department of Internal Revenue to approve the establishment of the group retirement program. The action was taken as a result of the lack of interest shown by employing agencies to negotiate participation in the ANA Retirement Plan for nurse employees under the conditions of the plan. While many individual members had expressed interest in the plan, it was restricted to group employment and was not offered to individual nurses.

In response to numerous inquiries in recent years from individual nurses about the availability of retirement programs, the ANA again initiated research into the feasibility of developing a national portable pension or retirement program.

Federal Laws Limit Options

Federal laws and regulations governing pension programs limit ANA's options in developing a program. Pension plans that qualify for federal tax exemptions are based on an employee/employer relationship, must be offered to all employees, and require a certain level of participation among employees.

Many nurses have indicated that they would prefer an ANA pension plan that employers could participate in. However, ANA learned, through its experience in 1974, that many employers already have pension plans, and that it is doubtful that they would be willing to change to another program. The employer would have to offer ANA's plan to all employees, not only ANA members. If an employer chose to continue an existing pension plan and offer the ANA program as well, both programs could face problems with participation levels and risk losing their tax qualified status.

It has become clear that many nurses do not realize that they are not automatically eligible for benefits from an employer pension plan. A recent survey in The American Nurse indicated that less than 25 percent of the nurses participating in employer pension plans are vested. Many plans now in effect require that a nurse remain with one employer a minimum of 10 years to be fully vested and eligible for all benefits. Beginning next January, federal law will require that employees be fully vested at the end of five or seven years, depending on the type of pension plan. Such changes will not solve the retirement income problem for a mobile group of professionals who frequently change employers.

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CONSTITUENT FORUM

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Survey of SNA Members Indicates Interest

Responses to the survey indicate that many nurses are seeking a supplemental retirement income program that will allow them to contribute a set amount monthly to build a retirement account. Availability of a plan through ANA would assure nurses that the program has been closely scrutinized, and that the administrator is reliable and can provide expert investment advice.

ANA utilized the survey of SNA members to determine the type of program that most nurses could utilize. The top choice was a tax-deferred annuity or investment program with tax-deferred interest. Based on this information, ANA received proposals from a variety of companies. Three companies were selected as finalists to develop and administer the ANA retirement program. They included Merrill Lynch, Mutual of America, and the Variable Life and Annuity Insurance Company. Merrill Lynch withdrew from consideration, stating that it was not economically feasible for them to pursue a national program.

Analysis of Retirement Program Proposals

Mutual of America is rated A+ by Best. The company has total assets of \$4.2 billion and pension assets of \$3.0 billion. The interest earnings on its fixed account averaged 9.04 percent for 1986-1987. Its return on pension assets in 1987 was 9.62 percent. Administrative fees amount to \$2 per month per fund used, to a maximum of \$6. The company has 32 field offices with salaried employees. It is known as an excellent administrator and offers both internal funds, and outside funds such as Scudder, Twentieth Century, and Calvert Social Investment Funds. The firm will provide custom-designed brochures and offers personal loans to account holders.

The company currently provides retirement programs for the American Cancer Society, the American Heart Association, and Girl Scouts of America.

WALIC is an A+ rated company with \$7.9 billion in total assets and \$250 million in pension assets. It earned 8.84 percent on its fixed account for 1986-1987 and had a 10.40 percent return on its pension assets in 1987. Its administrative fees include \$20 for the first year, \$15 for future years, plus one percent of the average daily asset value for variable accounts. The company will provide assistance through its field offices, is well-known for its administrative capabilities, but does not provide personal loans. It only offers funds available through the American General Insurance Company and no outside funds. Custom brochures are available.

Following a detailed review of each company, a recommendation has been made to the Board of Directors that Mutual of America be selected to develop and administer a national supplemental retirement program for nurses. This program would be offered to state nurses' associations so that they could provide it as a benefit to their members. The plans to be developed would include a tax-deferred annuity that employers could offer to nurse employees; a flexible annuity that would allow nurses to contribute after-tax dollars and

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earn tax-free investment income; an individual retirement account; and a pension plan that could be offered by state nurses' associations involved in collective bargaining.

Attached is the final proposal from Mutual of America.

Recommendation: That the American Nurses' Association Board of Directors name Mutual of America to develop a national program that offers members of state nurses' associations optional retirement plans.

OF:bb:118
05/18/88

Attachment

#34

CONSTITUENT FORUM

MUTUAL OF AMERICA

666 FIFTH AVENUE, NEW YORK, NY 10103 • (212) 398-1400

Edward Weusal, CLU
Vice President
Consulting Services Division

April 20, 1988

Mr. Dave Fallert, CAE
Director Division of Business
and Professional Services
American Nurses' Association
2420 Pershing Road
Kansas City, MO 64108

Dear Dave:

Mutual of America is pleased to provide you with our final proposal for the development of a national pension plan for members of the American Nurses' Association.

Our response includes but is not limited to the questions presented in your March 10, 1988 letter. The attached proposal details the steps necessary to implement a plan which encompasses your three main objectives:

- A Tax-Deferred Annuity (TDA), Individual Retirement Annuity (IRA), and Flexible Premium Annuity (FPA) which initially will be an "employee only" plan with the ability to add on employer matching and/or employer non-contributory features. Portability is an imperative feature.
- Provide same vehicles to 27 state organizations which operate as collective bargaining units.
- Reduce administrative fees, maximize interest, and exclusivity for ANA members.

In relation to these three objectives, our proposal:

1. includes time frames for implementation
2. specifies criteria and eligibility for programs
3. discusses proposed marketing plan
4. provides details on our toll-free number and availability of field staff
5. provides samples of brochures and marketing material that can be "customized"

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CONSTITUENT FORUM

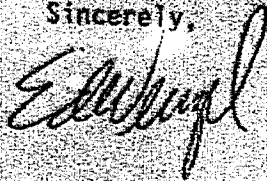
Mr. Dave Fellers
April 20, 1988
Page 2

6. discusses exclusivity for SNA members and fees charged to individuals or employers
7. discusses proposed investment vehicles.

Mutual of America is currently seeking the endorsement of the National Education Association (NEA). The negotiations are in their final stages. I mention the NEA because their organizational structure is very similar to that of the ANA. I can see that our marketing techniques and approaches would also be quite similar. In addition, any exclusive product features that would be made available to the NEA should be made available to the ANA. For example, a disability waiver of premium is an enhanced product feature that is being discussed for nationally endorsed accounts.

Mutual of America's main objective in designing a plan for the ANA is to offer complete and total portability. It is our desire to provide a program that enables a nurse to move anywhere, offer his/her services in any community, and not be concerned about losing their retirement benefits. We would welcome the opportunity to work with the ANA in developing this program and are looking forward to hearing from you.

Sincerely,



EW/dp

Enclosures

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CONSTITUENT FORUM

MUTUAL OF AMERICA PROPOSAL
FOR
AMERICAN NURSES' ASSOCIATION
APRIL, 1988

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CONSTITUENT FORUM

Proposal for AMERICAN NURSES' ASSOCIATION, INC. KANSAS CITY, MISSOURI

1. Time Frame For Implementation

Mutual of America will have no problem meeting the schedule outlined in your original Request for Proposal. We currently have 33 locations covering 50 states plus the District of Columbia, Puerto Rico and the Virgin Islands.

Mutual of America could begin nationwide orientations and enrollment simultaneously to implement an agreed upon marketing plan.

2. Specific Criteria and Eligibility

In offering a tax deferred annuity (TDA) product under section 403(b) there are certain criteria which must be met. In order for a nurse to receive this tax deferred benefit (where principal & interest are tax-deferred), his/her contributions must be made through a salary reduction agreement with the contract holder. Therefore, each not-for-profit hospital must be the contract holder and agree to make the salary reductions for each ANA member and submit them to us.

For nurses in a for-profit environment we offer a Flexible Premium Annuity (FPA) or an Individual Retirement Annuity (IRA). Our Flexible Premium Annuity is an individual contract with the nurse sending in contributions at her own convenience. This allows for complete flexibility as the amount and timing of each contribution is up to the individual. With this type of investment vehicle, the contributions are made with after tax dollars but the investment earnings accumulate on a tax-deferred basis.

A nurse may also elect an Individual Retirement Annuity which would be an individual contract. Eligible taxpayers may be able to deduct some or all of their contributions from their gross income before they pay any federal income tax.

The IRA and FPA can be offered on a salary deduction basis similar to the TDA, but we prefer to let each participant elect when and how much they want to deposit. This allows the ANA member to have complete flexibility. The FPA would be available to all nurses even if they participate in a TDA or IRA plan.

Once a decision has been made to include employer contributions, we would help the ANA set up a tax qualified program. In checking with our legal department, we are tentatively contemplating setting up one Defined Contribution type plan permitting employers who have collective bargaining agreements to make a contribution for nurses to a centralized benefit plan with portability features. Such a Plan would have to comply with the various state and federal legal requirements. We could set this up with the SNA or the ANA as contract holder. For individual nurses who have negotiated with their employer, the employer can remit the contribution amount to the ANA contract on their behalf. Then if a nurse moves anywhere in the country his/her pension is completely portable.

3. Proposed Marketing Plan

Mutual of America will establish a plan with the American Nurses' Association Inc. first and then through the ANA we can disseminate the plan to the SNA's.

We will work with the ANA to establish realistic goals for enrollment and premium income. The marketing plans that will be developed at the SNA level will include:

1. the coordination of direct mail activities between Mutual of America and the ANA (SNA)

2. the coordination of advertising with direct mail, conventions and solicitation activities

3. the availability of "customized" videos to be used for presentations at the various solicitation levels

4. Financial Planning Seminars that will be set up for the exclusive use of ANA members at selected conventions (please see the enclosed booklet which outlines this program)

5. the use of counter cards displaying information about the products at selected employer locations.

Enclosed please find a list of services Mutual of America routinely provides for a Plan of this type. Once an agreement is reached with ANA on the services that will be provided directly by the ANA or SNA, we will work out a schedule for reimbursement of fees. We will also commit to advertising, on a regular basis in The American Nurse monthly newspaper to solicit additional enrollments.

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Details of Toll-free Number and Availability of Field Staff

Mutual of America's field offices are staffed by salaried employee benefit consultants. There will be a Home Office consultant assigned to this case who will coordinate with the Regional Field Offices to provide consistent service. A Home Office Service Manager will also be available to help with any administrative questions.

Mutual of America's 24-hour toll-free 800 number is 1-800-IMMERS75. Participants may use this number to:

- Obtain unit values for each investment fund for the prior business day
- Request a prospectus and descriptive literature
- Ask general questions about any Mutual of America product
- Obtain the name and number of the Service Manager assigned to their account to answer any questions they may have.

In addition, when a participant has been assigned a Mutual of America Personal Identification Number, he/she may tell our representative to:

- Transfer money between Investment Funds
- Change the allocation of future contributions
- Obtain specific financial information about his/her account
- Inform us of an address change
- Request a withdrawal

If a question or problem arises that necessitates contacting your Service Manager, you will receive a written reply within ten (10) business days.

Mutual of America prides itself on its history of "caring for the people who care for us all."

Types of "Customized" brochures or Marketing Material

Mutual of America will provide customized brochures and Summary Plan Descriptions for your organization (Enclosed please see samples). We are also capable of customizing our video cassette for use at conventions or group meetings.

We also provide on a regular basis Quarterly Statements, an employer newsletter, and information about legislation that may impact upon your plan.

Exclusivity for SMA

Mutual of America cannot guarantee the exclusivity of our existing Tax Deferred Annuity as it is already in existence in many hospital settings. However, we can assist in by adding Financial Planning Seminars (at no additional charge) and make it especially appealing for nurses to join. Mutual of America would also coordinate and help sponsor research at conventions where we can bring information about our products and services to new members of the AMA. They will also have the benefit of being able to work anywhere in the country and still participate in their chosen plan.

We are constantly looking for ways to improve our products and services. At this end we are considering the possibility of offering several new features to our already extensive product for nationally endorsed programs. Since it has been our policy to offer our uniform product to all clients, any effort at exclusivity will be approached in a very deliberate manner.

Proposed Investment Vehicles

Mutual of America was founded with the support of leaders of the not-for-profit community. It will always be our main objective to see that members of this community will have a secure financial future.

It is in keeping with this goal that we are constantly re-evaluating our products and striving to improve them. In the immediate future, we are adding several funds to our existing line products. By the time your plan has been implemented all of these funds will be functioning.

Our proposed investment funds will include:

Interest Accumulation Fund #2

Mutual of America is developing Interest Accumulation Fund #2. Under our tax deferred annuity products (TDA-EPA, IRA), we will offer two parallel interest accumulation funds to our clients. The second fund will credit a higher interest rate, allow loan provisions, but place some restrictions on withdrawals.

Scudder International Fund

The Scudder International Fund, Inc. is a managed portfolio of foreign equity securities. The fund seeks long term growth by investing in foreign securities of countries such as Japan, Germany, the United Kingdom and Italy.

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Scudder Capital Growth Fund

The Scudder Capital Growth fund is a mutual fund seeking long term growth by investing in a variety of common stocks.

Scudder Bond Fund

The Scudder Bond Fund is a managed portfolio seeking high income consistent with a high level of security. The fund invests in U.S. Government securities, municipal bonds and corporate bonds.

Twentieth Century Growth Fund

The Twentieth Century Growth fund is an aggressive fund seeking capital appreciation by investing in stocks that the fund manager believes have above average potential for appreciation. This fund is a blend of Twentieth Century's popular Select and Growth mutual fund portfolios.

Calvert Social Investment Fund

Calvert of America is currently negotiating an arrangement with the Calvert Group to offer this popular fund. It is a balanced fund of equities, money market and debt instruments.

AMERICAN NURSES' ASSOCIATION

Report to the Constituent Forum
May 1988

Update on Activities to Change Educational Requirements for Nursing Practice by State Nurses' Associations

Introduction

Reports on the status of ANA activities related to upgrading educational requirements for practice have been prepared by the American Nurses' Association since 1984. The purpose of the reports have varied.

Because many constituent members prefer that detailed information not be widely distributed, the 1988 report will be aggressive and brief. The purpose of this report is intended to demonstrate how progress toward the goal of education and practice. More detailed information about what can be obtained as needed from the ANA Nursing Practice Division Unit.

Summary of Current Status

The following information is based on telephone interviews with ANA staff conducted in May 1988. The interviews updated written information provided by all SNAs in 1986 and by the 34 SNAs with action plans in 1987.

A position on titles for the two levels of nursing practice have been determined by thirty-six (36) SNAs. Nineteen (19) support the same position as adopted by the 1986 House of Delegates: Registered Nurse (RN) for the professional level and Licensed Nurse (LN) for the technical level. Eleven (11) have adopted or will adopt as Registered Professional Nurse (RPN), Registered Associate Nurse (RAN); five (5) plan to retain the RN and LN designations.

A position in favor of grandfathering of the RN has been taken by thirty (30) SNAs and on LN by thirteen (13) SNAs. Several have not taken a position on the issue is under study.

The use of legislation or rules and regulations only on the legal process for change remains a matter of discussion within ANA.

All state nurses associations have taken some action toward implementing two levels of practice. At the very least an organizational unit has begun planning. All but approximately ten (10) have at least a formal planning process.

Many reported actions by the nursing education community to establish two levels of education and to increasing emphasis for baccalaureate completion. The availability of an approved program is also increasing. There seemed to be less activity to differentiate practice in clinical settings.

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CONSTITUENT FORUM

#3

Adopted

AMERICAN NURSES' ASSOCIATION
Constituent Forum Operating Guidelines
and Proposed Revisions

June 10, 1988

Current

Proposed Changes

Comments

I. Purpose and Authority

The Constituent Forum established by the authority of Article IX of the ANA Bylaws, as revised July 1, 1982, is a representative assembly in which nursing affairs of concern to the association, the constituent state nurses' associations and the profession are discussed.

None

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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June 10, 1988

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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
II. <u>Organization and Structure</u>		
A. <u>Composition</u>		
1. <u>Members</u>	None	
The Constituent Forum shall be composed of the presidents of the SNAs or their designated alternates and of the chief administrators of the constituent SNAs.		
2. <u>Participants</u>	None	
The ANA president, ANA executive director, Constituent Forum staff and individuals invited to participate in the presentation of specific agenda items may do so with "voice only." Request for funding of these participants will follow ANA budgetary process.		

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
3. <u>Observers</u> The ANA Board of Directors, members of constituent SNAs, SNA and ANA staff, cabinet chairpersons, president and executive director of the National Student Nurses' Association, a representative of the American Journal of Nursing Company may attend meetings of the Constituent Forum as observers. Observers may be requested by the chairperson to address the forum. The Constituent Forum may restrict attendance of observers based on subject matter under discussion and space availability. Others may be invited to attend meetings at the pleasure of the Constituent Forum.	None	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
B. <u>Meetings</u> The Constituent Forum will meet at least annually. Meetings with the ANA board shall be at a time and place mutually agreed upon.	None	
C. <u>Functions</u> The Constituent Forum shall: 1. Elect a chairperson from its members and shall elect other officers as determined by these Operating Guidelines. 2. Recommend to the ANA Board of Directors and the House of Delegates statements of position relative to nursing affairs or organizational action deemed appropriate by the forum.	None	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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Current

D. Officers

1. Composition and Term of Office

There shall be at least three officers: a chairperson, a vice chairperson, and a secretary.

The term of office shall be for two years or until a successor is elected.

An officer must be a president of a constituent SNA at the time of election, or an executive director of a constituent SNA.

Proposed Changes

D. Executive Committee

1. Composition and Qualifications

There shall be at least three officers who shall be designated as the executive committee: a chairperson, a vice chairperson, a secretary, and two members at-large.

(Delete)

The chairperson shall be a president of a constituent state nurses' association at the time of election and shall have attended at least one Constituent Forum meeting prior to election.

Comments

Page 5

The executive committee shall be composed of 5 members which shall include the

The sentence is moved to Section II. D.3. Term of Office (See page 13).

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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Current

Proposed Changes

Comments

The vice chairperson shall be a president of a constituent state nurses' association at the time of election and shall have attended at least one Constituent Forum meeting prior to election.

The secretary shall be an executive director of a constituent state nurses' association at the time of election and for the duration of the term of office and shall have attended at least one Constituent Forum meeting prior to election.

The members at-large shall be members of the Constituent Forum at the time of their election.

Vacancies in office shall be filled by appointment by the executive committee. (Delete)

(The current paragraph on vacancies has been expanded and moved under Section II.D.4., page 13.)

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
and Proposed Revisions
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
2. <u>Duties of Officers</u>	5. <u>Duties of Officers</u>	
a. The chairperson shall:	a. The chairperson shall:	
1. Preside at meetings of the Constituent Forum and the Constituent Forum executive committee	None	
2) Issue the call to meeting	None	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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June 10, 1988

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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
3) Prepare reports, including recommendations or positions adopted by the Constituent Forum to the ANA Board and House of Delegates	None	
4) Appoint tellers for elections	None	
5) Represent the Constituent Forum as necessary.	No changes, but moves to end of list of duties and becomes 2.	
	5) Serve as the Constituent Forum representative to the ANA Board of Directors and be in attendance at meetings of the board	
	6) Represent the Constituent Forum as requested by the ANA president	

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Constituent Forum Operating Guidelines
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
	7) Represent the Constituent Forum on the Business Arrangements Task Force	
	8) Represent the Constituent Forum as necessary.	
b. The vice chairperson shall:	b. The vice chairperson shall:	
1) Serve as chairperson in case of absence or in the event of a vacancy in the office of chairperson	None	
	2) Represent the Constituent Forum on the Business Arrangements Task Force	

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Constituent Forum Operating Guidelines
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June 10, 1988

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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
2) Assume other duties as determined by the executive committee	No changes, but moves to end of list of duties and becomes 4.	
	3) Represent the Constituent Forum as requested by the Constituent Forum chairperson	
	4) Assume other duties as determined by the executive committee	
c. The secretary shall:	c. The secretary shall:	
1) Maintain records of meetings of the executive committee and the Constituent Forum	None	
2) Certify the list of official representatives	None	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
and Proposed Revisions
June 10, 1988

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Current

- 3) Compile the ballot for election of officers.

Proposed Changes

(Delete)

- 3) Represent the Constituent Forum on the ANA Board of Directors Committee on Finance
- 4) Represent the Constituent Forum on the Business Arrangements Task Force.

Comments

d. The members at large shall--

- 1) Serve fully in the deliberative processes of the executive committee.
- 2) Assume other duties as determined by the executive committee.

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CONSTITUENT FORUM.

Constituent Forum Operating Guidelines
and Proposed Revisions
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
E. <u>Executive Committee</u> The officers shall be designated as the executive committee and shall: 1. Formulate a recommended budget for submission to the ANA Board of Directors	2. <u>Responsibilities</u> The executive committee shall-- a. Formulate a recommended budget for submission to the ANA Board of Directors	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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June 10, 1988

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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
2. Plan meetings of the Constituent Forum and develop the agenda for such meetings	b. Plan meetings of the Constituent Forum and develop the agenda for such meetings	
3. Prepare reports to the ANA Board and House of Delegates as required	c. Prepare reports to the ANA Board and House of Delegates as required	
4. Fill any vacancy occurring in an office	(Delete)	New section on vacancies has been added. (See page 13.)
5. Provide members of the Constituent Forum with copies of reports and recommendations made to the ANA Board when requested	d. Provide members of the Constituent Forum with copies of reports and recommendations made to the ANA Board when requested	
6. Assume other duties as delegated by the Constituent Forum or the ANA Board.	e. Assume other duties as delegated by the Constituent Forum or the ANA Board.	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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Current

Proposed Changes

Comments

3. Term of Office

The term of office shall be for two years or until a successor is elected. No officer shall serve more than two consecutive terms in the same office.

The first sentence under Term of Office is not new language but has been moved here from Section II.D.1. Composition and Term of Office.

4. Vacancies

In the event of a vacancy:

- a. in the office of chairperson, the vice chairperson shall become the chairperson for the remainder of the term.
- b. in the offices of vice chairperson, secretary, or member at-large, the executive committee shall fill the vacancy by appointment.

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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June 10, 1988

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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
<p>F. <u>Voting</u></p> <p>The two official representatives of the constituent SNAs shall be recognized as having the right to vote on issues before the Constituent Forum and in the election of officers. Each official representative shall have one vote.</p> <p>In order to prepare the list of official voters, one week prior to each meeting of the Constituent Forum each constituent SNA shall notify the secretary of the Constituent Forum of the names of its two official representatives. Any changes must be received by the secretary one hour prior to the beginning of the Constituent Forum meeting.</p>	<p>E. <u>Voting</u></p> <p>One official representative of each constituent SNA shall be recognized as having the right to vote on issues before the Constituent Forum and in the election of officers. The official representative shall be the president of the constituent SNA or his/her designee.</p> <p>In the first sentence:</p> <ol style="list-style-type: none">1. delete "s" from end of words "names" and "representatives"2. Delete word "two."	<p>Proposed revisions in the section on voting are made in order to remain consistent with bylaws amendments being proposed for adoption at the 1988 ANA House of Delegates.</p>

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
and Proposed Revisions
June 10, 1988

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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
<p>G. <u>Election Procedure</u></p> <p>Names to be listed on the official ballot for officers shall be received six weeks prior to the meeting of the Constituent Forum where voting will take place. Write-in candidates and nominations from the floor will be permitted.</p> <p>Tellers will be appointed by the chairperson of the Constituent Forum.</p> <p>In case of a tie vote, the election shall be determined by lot.</p>	<p>F. <u>Election Procedure</u></p> <p>(Delete first sentence) The executive committee shall solicit nominations from the Constituent Forum membership based on nomination criteria and prepare the official slate of at least two nominees for each elective office. The slate shall be distributed at least six weeks prior to the meeting of the Constituent Forum where voting will take place. Write-in candidates and nominations from the floor will be permitted.</p> <p>(Delete)</p> <p>None</p>	<p>This statement is already listed under Duties of the chairperson (see page 8).</p>
<p>H. <u>Quorum</u></p> <p>A majority of the constituent SNAs shall constitute a quorum.</p>	<p>G. <u>Quorum</u></p> <p>None</p>	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
III. <u>Reports and Recommendations</u> Official recommendations to the ANA Board or House of Delegates will be reported in the form of motions or resolutions adopted by majority vote of the Constituent Forum.	None	
IV. <u>Parliamentary Authority</u> <u>Robert's Rules of Order Newly Revised</u> governs in all parliamentary situations that are not provided for in the law, ANA Bylaws, or these Operating Guidelines.	None	

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CONSTITUENT FORUM

Constituent Forum Operating Guidelines
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<u>Current</u>	<u>Proposed Changes</u>	<u>Comments</u>
V. <u>Amendments of Operating Guidelines</u> Except for rules determined by the ANA Bylaws, these rules may be amended at any meeting by majority vote of the members present and voting provided written notice of the amendments is distributed at least four weeks prior to the meeting. Amendments without prior notice may be made at any meeting of the Constituent Forum by a 99 percent vote of Constituent Forum members present and voting. Amended 08/30/83 Amended 03/09/84 Amended 07/21/85 Amended 12/03/85 MW:bb:008 04/27/88	None	

#34

CONSTITUENT FORUM

American Nurses' Association, Inc.

2420 Pershing Road, Kansas City, Missouri 64108

(816) 474-5720

Margaret M. Styles, Ph.D., R.N., FAAN
President

John A. Ryan, Ph.D., R.N.
Executive Director



ANA Headquarters
2420 Pershing Road, N.A.
Suite 700
Kansas City, MO 64108
(816) 474-5720

PLEASE RESPOND BY
MARCH 21, 1988

MAR 7 1988

TO: SNA Presidents
SNA Executive Directors

FROM: Virginia Trotter Betts, J.D., M.S.N., R.N.
Chairperson
Constituent Forum

DATE: March 4, 1988

RE: Approval of Constituent Forum Nominations Criteria and
Elections Procedures

Thank you to those who commented on the draft report of the Constituent Forum's Task Force on Nomination Criteria for Elected Office. The consensus of the responses was clearly in support of the task force's proposed nominations criteria and election procedures. Only very minor changes were suggested to clarify portions of the report.

The newly proposed nominations criteria and elections procedure is attached for your approval. Included with the new criteria is a proposal for adding two members at-large to the executive committee. Since this addition represents a major structural change, I am requesting that you vote separately on this issue. Please carefully review the document, cast your votes of approval/disapproval below, and return the ballot to Marty Wellington, coordinator, Center for Governance, at ANA headquarters by **March 21, 1988**. Only one vote per SNA should be cast by the respective president.

Upon receipt of all votes, the Constituent Forum Executive Committee will determine the outcome of the votes and alert you to the results. The 1988 call for nominations will be sent to SNAs on March 25, 1988 and will include new criteria for nominees and two members-at-large if a majority of SNA presidents cast votes of approval on both issues. If a majority do not agree to adding two members at-large, the executive committee structure will stay the same.

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CONSTITUENT FORUM

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Thank you for your continued cooperation and input into the Constituent Forum elections and nominations process.

VTR:MW:dg:070

Attachment

-
1. ☐ I approve the Constituent Forum Nominations Criteria and Elections Procedures.
- ☐ I do not approve the Constituent Forum Nominations Criteria and Election Procedures.
2. ☐ I approve of adding two members at-large to the Constituent Forum Executive Committee
- ☐ I do not approve of adding two members at-large to the Constituent Forum Executive Committee

President

State Nurses' Association

AMERICAN NURSES' ASSOCIATION

Constituent Forum
1988 Nomination Criteria and Election Procedures

Executive Committee and Officers

Chairperson

Qualifications:

Shall be a President of a Constituent SNA at the time of election and shall have attended at least one Constituent Forum meeting prior to the election.

Duties:

1. Preside at meetings of the Constituent Forum and the Constituent Forum Executive Committee.
2. Issue the call to meeting.
3. Prepare reports, including recommendations or positions adopted by the Constituent Forum to the ANA Board and House of Delegates.
4. Appoint tellers for elections.
5. Represent the Constituent Forum as necessary.
6. Serve as the Constituent Forum representative to the ANA Board of Directors and be in attendance at meetings of the board.
7. Represent the Constituent Forum as requested by the ANA President.
8. Represent the Constituent Forum on the Business Arrangements Task Force.

Vice-Chairperson

Qualifications:

Shall be a President of a Constituent SNA at the time of election and shall have attended at least one Constituent Forum meeting prior to election.

Duties:

1. Serve as chairperson in case of absence or in the event of a vacancy in the office of chairperson.
2. Assume other duties as determined by the executive committee.
3. Represent the Constituent Forum on the Business Arrangements Task Force.
4. Represent the Constituent Forum as requested by the Constituent Forum chairperson.

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CONSTITUENT FORUM

-2-

Secretary

Qualifications: Shall be an Executive Director of a Constituent SNA at the time of election and for the duration of the term of office and shall have attended at least one Constituent Forum meeting prior to election.

Duties:

1. Maintain records of meetings of the executive committee and the Constituent Forum.
2. Certify the list of official representatives.
3. Represent the Constituent Forum on the ANA Board of Directors Committee on Finance.
4. Represent the Constituent Forum on the Business Arrangements Task Force.

Members at-Large (2)

Qualifications: Shall be members of the Constituent Forum at the time of their election.

Duties: Serve fully in the deliberative processes of the executive committee.

Term of Office

The term of office shall be for two years or until a successor is elected. No officer shall serve more than two consecutive terms in the same office.

Vacancies

In the event of a vacancy:

- a. In the office of Chairperson, the Vice-Chairperson shall become the Chairperson for the remainder of the term.
- b. In the offices of Vice-Chairperson, Secretary or member at-large, the executive committee shall fill the vacancy by appointment.

-3-

Election Procedure

The executive committee shall solicit nominations from the Constituent Forum membership based on nomination criteria and prepare the official slate of at least two nominees for each elective office to be distributed at least six weeks prior to the meeting of the Constituent Forum where voting will take place. Write-in candidates and nominations from the floor will be permitted.

Tellers will be appointed by the chairperson of the Constituent Forum.

In case of a tie vote, the election shall be determined by lot.

VTB:BT:dg:093

CONSTITUENT FORUM

AMERICAN NURSES' ASSOCIATION
Constituent Forum
DECISION MAKING PROCESS
MODEL

1. Constituent Forum Executive Committee surveys the SNAs to identify critical issues.
2. Executive Committee reviews data, identifies commonalities, and formulates broad generic issues.
3. Constituent Forum Executive Committee communicates results of the formulation to SNAs for verification, further refinement and prioritization.
4. The Executive Committee reviews input from SNAs and further refines generic issues.
5. The Executive Committee prepares a final agenda and mails to SNAs at least two weeks prior to meeting.
6. Forum meets, discusses priority issues and develops recommendations to the Board, and/or for the House of Delegates.
7. Chairperson of Constituent Forum advises Board of Forum deliberations and recommendations.
8. Constituent Forum reports and/or makes recommendations to the House of Delegates.
9. Based on deliberation and consensus, individual Constituent Forum members assume responsibility for appropriate action.
10. The Constituent Forum receives feedback from appropriate units.
11. Status of issue - based on feedback to the Constituent Forum, it makes an assessment about the impact that the foregoing process has had on resolving, refining or otherwise impacting on this issue and/or other critical issues. The process then returns to Step 1, identification.

ADOPTED BY THE CONSTITUENT FORUM ON JULY 20-21, 1985.

111 West Twelfth Street, I.O.O.F. Bldg., Rm. 208
 Des Moines, Iowa 50319
 American Nurses' Association, Inc.
 1100 Franklin Road
 Kansas City, Missouri 64108

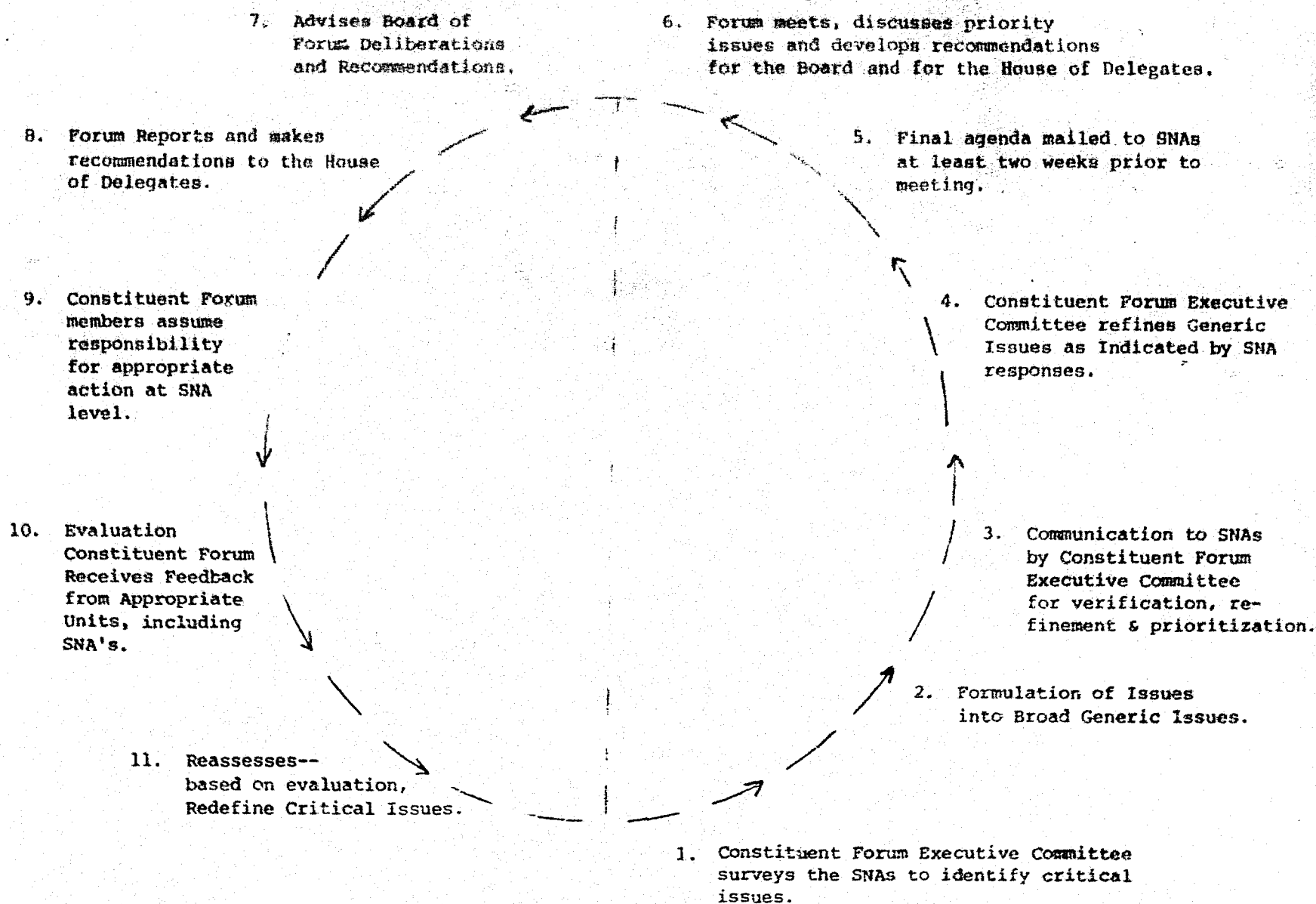
I hope these fragments will be helpful to you.

Thank you!

Martha L. Orr, MS, RN
Executive Director

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CONSTITUENT FORUM



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CONSTITUENT FORUM

CONSTITUENT FORUM
NOVEMBER 18-19, 1987
AGENDA ITEM #13.11

AMERICAN NURSES' ASSOCIATION

Constituent Forum

Process for Receipt and Submission of Board of Directors' Agenda Items

1. Proposed agenda items should be submitted to the Constituent Forum chairperson at ANA headquarters by a specified deadline date (approximately two months in advance of the meeting).
2. Agenda items proposed should be accompanied by appropriate background materials and a summary of the materials.
3. The submitter of the agenda item will be called by the chairperson of the Constituent Forum for clarification or to raise questions, if necessary. The Constituent Forum Executive Committee will determine whether the items should be submitted for inclusion in the ANA board agenda.
4. Subsequent to the distribution of the ANA board agenda, members of the Constituent Forum should feel free to call the chairperson or vice chairperson of the Constituent Forum to provide input or raise concerns about agenda items.

The process will be evaluated at the end of the pilot year.

MW:dg:132
11/12/87

REVISED 11/11/87

AMERICAN NURSES' ASSOCIATION

Board of Directors Overview of Agenda Development and Related Concepts

Development of ANA Board Agenda

The ANA Center for Governance:

- o Requests agenda items from constituent state nurses' associations (approximately two months in advance of meeting)
- o Prepares rough agenda for President's and Executive Director's review (approximately two months in advance of meeting)
- o Requests additional agenda items from Board of Directors, Constituent Forum chairperson, and ANA program staff (due date of 7 -10 days later)
- o Prepares final agenda for President's and Executive Director's review
- o Mails final agenda to Board of Directors, ANA officials, SNA presidents and executive directors, and ANA staff (1 month in advance of meeting)

Concepts Around Which Board of Directors Agenda is Developed

All agenda items will have sufficient background materials for clear decision-making.

No agenda items will be added to the agenda once it is mailed unless an emergency issue arises.

Agenda items are placed on the agenda according to the following criteria:

- o Heavy discussion and action items early in the day
- o Informational reports on a consent calendar
- o Action items requiring no discussion on a consent calendar
- o Availability of those presenting reports
- o Length of discussion time needed for agenda items
- o Timing of preparation of reports of meetings held in conjunction with board meeting

KS:dp
11/11/87
bdp7x01-23

#34

CONSTITUENT FORUM

ANA CONSTITUENT FORUM OPERATING GUIDELINES

I. Purpose and Authority

The Constituent Forum (C.F.) established by the authority of Article IX of the ANA Bylaws, as revised July 1, 1982, is a representative assembly in which nursing affairs of concern to the association, the constituent state nurses' associations and the profession are discussed.

II. Organization and Structure

A. Composition

1. Members

The Constituent Forum shall be composed of the presidents of the SNAs or their designated alternates and of the chief administrators of the constituent SNAs.

2. Participants

The ANA president, ANA executive director, Constituent Forum staff and individuals invited to participate in the presentation of specific agenda items may do so with "voice only." Request for funding of these participants will follow ANA budgetary process.

3. Observers

The ANA Board of Directors, members of constituent SNAs, SNA and ANA staff, cabinet chairpersons, president and executive director of the National Student Nurses' Association, a representative of the American Journal of Nursing Company may attend meetings of the Constituent Forum as observers. Observers may be requested by the chairperson to address the forum.

The C.F. may restrict attendance of observers based on subject matter under discussion and space availability.

Others may be invited to attend meetings at the pleasure of the Constituent Forum.

B. Meetings

The Constituent Forum will meet at least annually.

Meetings with the ANA board shall be at a time and place mutually agreed upon.

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CONSTITUENT FORUM

ANA Constituent Forum Operating Guidelines
Page 2
September 12, 1985

C. Functions

The Constituent Forum shall:

1. Elect a chairperson from its members and shall elect other officers as determined by these Operating Guidelines.
2. Recommend to the ANA Board of Directors and the House of Delegates statements of position relative to nursing affairs or organizational action deemed appropriate by the forum.

D. Officers

1. Composition and Term of Office

There shall be at least three officers: a chairperson, a vice chairperson, and a secretary.

The term of office shall be for two years or until a successor is elected.

An officer must be a president of a constituent SNA at the time of election, or an executive director of a constituent SNA.

Vacancies in office shall be filled by appointment by the executive committee.

2. Duties of Officers

a) The chairperson shall:

1. Preside at meetings of the C.F. and the C.F. executive committee
2. Issue the call to meeting
3. Prepare reports, including recommendations or positions adopted by the Constituent Forum to the ANA Board and House of Delegates
4. Appoint tellers for elections
5. Represent the Constituent Forum as necessary.

b) The vice chairperson shall:

1. Serve as chairperson in case of absence or in the event of a vacancy in the office of chairperson.
2. Assume other duties as determined by the executive committee.

c) The secretary shall:

1. Maintain records of meetings of the executive committee and the Constituent Forum
2. Certify the list of official representatives
3. Compile the ballot for election of officers.

ANA Constituent Forum Operating Guidelines
Page 3
September 12, 1985

E. Executive Committee

The officers shall be designated as the executive committee and shall:

1. Formulate a recommended budget for submission to the ANA Board of Directors
2. Plan meetings of the C.F. and develop the agenda for such meetings
3. Prepare reports to the ANA Board and House of Delegates as required
4. Fill any vacancy occurring in an office
5. Provide members of the C.F. with copies of reports and recommendations made to the ANA Board when requested
6. Assume other duties as delegated by the Constituent Forum or the ANA Board.

F. Voting

The two official representatives of the constituent SNAs shall be recognized as having the right to vote on issues before the Constituent Forum and in the election of officers. Each official representative shall have one vote.

In order to prepare the list of official voters, one week prior to each meeting of the C.F. each constituent SNA shall notify the secretary of the C.F. of the names of its two official representatives. Any changes must be received by the secretary one hour prior to the beginning of the C.F. meeting.

G. Election Procedure

Names to be listed on the official ballot for officers shall be received six weeks prior to the meeting of the Constituent Forum where voting will take place. Write-in candidates and nominations from the floor will be permitted.

Tellers will be appointed by the chairperson of the C.F.

In case of a tie vote, the election shall be determined by lot.

H. Quorum

A majority of the constituent SNAs shall constitute a quorum.

III. Reports and Recommendations

Official recommendations to the ANA board or House of Delegates will be reported in the form of motions or resolutions adopted by majority vote of the Constituent Forum.

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CONSTITUENT FORUM

ANA Constituent Forum Operating Guidelines
Page 4
September 12, 1985

IV. Parliamentary Authority

Robert's Rules of Order Newly Revised governs in all parliamentary situations that are not provided for in the law, ANA Bylaws, or these Operating Guidelines.

V. Amendments of Operating Guidelines

Except for rules determined by the ANA Bylaws, these rules may be amended at any meeting by majority vote of the members present and voting provided written notice of the amendments is distributed at least four weeks prior to the meeting.

Amendments without prior notice may be made at any meeting of the C.F. by a 99 percent vote of C.F. members present and voting.

Amended 6/30/83
Amended 3/9/84
Amended 7/21/85
Amended 12/3/85

C73.40

American Nurses' Association, Inc.

2420 Pershing Road, Kansas City, Missouri 64108

(816) 474-5720



Washington Office
1000 15th Street, N.W.
Suite 1100
Washington, D.C. 20004
(202) 462-1000

FEB 19 1988

PLEASE RESPOND BY:
FEBRUARY 19, 1988

TO: SNA Presidents
SNA Executive Directors

FROM: Virginia Trotter Betts, J.D., M.S.N., R.N.
Chairperson
Constituent Forum VTB

DATE: February 5, 1988

RE: Review and Comment on Newly Developed Election Procedures and
Nomination Criteria for the Constituent Forum

Please find attached for your review and comment the report of the Constituent Forum's Task Force on Nomination Criteria for Elected Office. The task force met immediately following the adjournment of the November Constituent Forum meeting to draft nomination criteria and has since then developed nomination criteria and election procedures for your consideration. As you will note upon reading the report, all newly proposed material is in boldface type.

Since the forum agreed to utilize the new criteria immediately, it will be necessary for the forum to adopt the new election procedures and nomination criteria in a timely manner prior to the call for nominations for the 1988 election. Attached for your information is a timetable for the 1988 election process. This should alert you to upcoming deadlines tied to the approval of the new election procedures and the submission of nominations.

In the meantime, I ask that you carefully review the proposed changes and indicate whether you agree or disagree with the specific additions or changes by using the attached response form. Additional comments are also welcome. Once complete, please return the response form to Marty Wellington, coordinator, Center for Governance, at ANA headquarters by February 19, 1988.

Thank you for your consideration of this request.

VTB:MW:dg:024

Attachments

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CONSTITUENT FORUM

AMERICAN NURSES' ASSOCIATION

Constituent Forum

Task Force on Nomination Criteria for Elected Office

Report on Constituent Forum Election Procedures and Nomination Criteria

January 1988

Executive Committee and Officers

Chairperson

Qualifications:

Shall be a President of a Constituent SNA at the time of election and shall have attended at least one Constituent Forum meeting prior to the election.

Duties:

1. Preside at meetings of the Constituent Forum and the Constituent Forum Executive Committee.
2. Issue the call to meeting.
3. Prepare reports, including recommendations or positions adopted by the Constituent Forum to the ANA Board and House of Delegates.
4. Appoint tellers for elections.
5. Represent the Constituent Forum as necessary.
6. Serve as the Constituent Forum representative to the ANA Board of Directors and be in attendance at all meetings of the board.
7. Serve as the Constituent Forum representative at various meetings/functions at the request of the ANA President.
8. Serve on the Business Arrangements Task Force.

Vice-Chairperson

Qualifications:

Shall be a President of a Constituent SNA at the time of election and shall have attended at least one Constituent Forum meeting prior to election.

Duties:

1. Serve as chairperson in case of absence or in the event of a vacancy in the office of chairperson.
2. Assume other duties as determined by the executive committee.
3. Serve on the Business Arrangements Task Force.
4. Serve as the chairperson's designee as stated in (1-8) above.

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CONSTITUENT FORUM

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Secretary

Qualifications: Shall be an Executive Director of a Constituent SNA at the time of election and for the duration of the term of office and shall have attended at least one Constituent Forum meeting prior to election.

Duties:

1. Maintain records of meetings of the executive committee and the Constituent Forum.
2. Certify the list of official representatives.
3. Serve as Constituent Forum's representative to the Committee on Finance.
4. Serve on the Business Arrangements Task Force.

Members at-Large (2)

Qualifications: Shall be members of the Constituent Forum at the time of their election.

Duties:

Serve fully in the deliberative processes of the executive committee.

Term of Office

The term of office shall be for two years or until a successor is elected. No officer shall serve more than two consecutive terms in the same office.

Vacancies

In the event of a vacancy:

- a. In the office of Chairperson, the Vice-Chairperson shall become the Chairperson for the remainder of the term.
- b. In the offices of Vice-Chairperson, Secretary or member at-large, the executive committee shall fill the vacancy by appointment.

-3-

Election Procedure

The executive committee shall solicit nominations from the Constituent Forum membership based on nomination criteria and prepare the official slate of at least two nominees for each elective office to be distributed at least six weeks prior to the meeting of the Constituent Forum where voting will take place. Write-in candidates and nominations from the floor will be permitted.

Tellers will be appointed by the chairperson of the Constituent Forum.

In case of a tie vote, the election shall be determined by lot.

VTB:BT:dg:093

#34

CONSTITUENT FORUM

AMERICAN NURSES' ASSOCIATION

Constituent Forum Timetable for Election Process

1988

February 5, 1988	Distribute Task Force Report on Constituent Forum Elections and Nomination Criteria for Review and Comment by Constituent Forum Members
February 19, 1988	Deadline for Receipt of Comments
February 26, 1988	Distribute Ballot for Approval of Election Procedures and Nominations Criteria for 1988 Constituent Forum Elections
March 11, 1988	Deadline for Receipt of Ballots for Approval of Election Procedures and Nominations Criteria
March 18, 1988	Call for Nominations Distributed to All Constituent Forum Members
April 8, 1988	Deadline for Receipt of Nominations for Elective Office
April 29, 1988	Official Slate of Candidates Distributed to All Constituent Forum Members (six weeks prior to meeting at which they will be voted upon)
June 10, 1988	Constituent Forum Meeting/Elections

MW:dg:011
2/1/88

Please return by February 19, 1988 to:
Marty Wellington
Coordinator
Center for Governance
American Nurses' Association
2420 Pershing Road
Kansas City, Missouri 64108

Report on Constituent Forum Election Procedures and Nomination Criteria

Response Form

<u>Agree</u>	<u>Disagree</u>	<u>Comments</u>
--------------	-----------------	-----------------

Executive Committee and Officers

Chairperson

qualifications

duties

Vice-Chairperson

qualifications

duties

#34

CONSTITUENT FORUM

-2-

	<u>Agree</u>	<u>Disagree</u>	<u>Comments</u>
<u>Secretary</u>			
qualifications	_____	_____	
duties	_____	_____	
<u>Members at Large</u>			
qualifications	_____	_____	
duties	_____	_____	
<u>Term of Office</u>	_____	_____	
<u>Vacancies</u>	_____	_____	
<u>Election Procedure</u>	_____	_____	